

Class Code: 007414  
Grade 14 (Non-Exempt)  
Salary Range: \$37,684 – 61,231  
Closing Date: October 28, 2016

**CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**  
**Personnel Class Specification**

**Office Assistant IV – Assignment Office**

**DEFINITION OF CLASS:**

The Office Assistant IV is responsible for scheduling, preparing, updating and coordinating cases for the judges and magistrates of the Circuit Court. The employee is expected to have a thorough knowledge of organization, office practices, and make independent decisions in dealing with the public and employees.

This job description is utilized to give a broad overview of the various desk assignments in the Assignment Office. Each desk assignment has its own unique job responsibilities. However, it is essential for employees of this office to learn all desk assignments, and to accomplish this, employees may be rotated among assignments. Desk assignment rotation provides each employee an opportunity to learn the various aspects of the Assignment Office and enhance his/her opportunity for future growth within the Circuit Court.

The Office Assistant IV reports directly to the Assignment Commissioner and Office Manager, and is ultimately responsible to the Court Administrator.

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Montgomery County Personnel Regulations.**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. This job description shall not be construed to describe an exhaustive list of all duties that may be performed by such a person. It does not proscribe or restrict additional various tasks and assignments that may be required by the Assignment Commissioner, Office Manager, Court Administrator and/or Judicial Officers.

Reasonable accommodations will be made in accordance with the applicable law to enable individuals with disabilities to perform the essential functions.

- Locate all criminal, civil, and family files needed for various hearing and trial assignments.
- Review files prior to delivery and ascertain whether the scheduled matter remains pending or resolve outstanding issues prior to delivery.
- Update the computer database with case and status updates as well as Differentiated Case Management (DCM) guidelines specific to the type of case.
- Produce scheduling orders in criminal, civil, family, and juvenile cases for distribution.
- Prepare and print the judges' and magistrates' daily and special dockets for delivery and contact appropriate parties to verify hearing and trial information
- Distribute all files and dockets to the judges and/or magistrates for the following day.
- Attend criminal, civil, and/or juvenile pre-trial dockets weekly to coordinate mandatory deadlines, DCM guidelines, trial dates, pre-trial dates, and specially assigned dates with the Court and counsel.
- Bring any potential docket issues to the attention of the Office Manager.
- Manage the judges' and magistrates' calendars:
  1. Assign, notify, and post events to be heard by judges and/or magistrates;
  2. Coordinate and review all files for appropriateness;
  3. Notify judges' chambers of assignments and removals; and/or
  4. Maintain up-to-date information on all track assignments including Track 4 and special assignments.
- Manage the civil, criminal, and family motions dockets:
  1. Set, notify, and post hearings;
  2. Coordinate and review all files for appropriateness; and/or
  3. Notify judges' chambers of assignments and removals.
- Review all criminal, civil, family, and juvenile scheduling orders before or following scheduling conferences for accuracy.
- Work front counter on assigned days and back up front counter duty for other Assignment Office staff on scheduled and/or unscheduled leave.
- Report carry-over information from the courtrooms; make changes to next day assignments and broadcast to related departments.

- Prepare weekly pre-trial dockets with case status information and print or prepare available date information for courtroom scheduling.
- Transport court files from one department to another within the Court.
- Assist in maintaining reports of the Assignment Office's dockets for statistical purposes.
- Create employee training documents and update office manuals with current court procedures.
- Assist with specific training of assigned desk to new employees of the office and/or employees transferred to new desk assignments.
- Submit files with pending motions for review and rulings to the judges, magistrates, and/or case managers.
- Review and process incoming criminal, civil, family, and juvenile memorandums and Orders of Court.
- Prepare "Stay Orders" for cases that have settled, and update all dispositions in the computer system to remove the cases from the trial docket.
- Assist with researching and processing Quality Control Questionable Case Reports.
- Assist with scheduling matters from courtroom telephone calls.
- Answer telephones and assist the public with general and assignment information.
- Check out files to the appropriate destinations using the File Trail system.
- Review and check loose papers that have been entered by the Clerk's Offices daily.
- Prepare and distribute court hearing and trial notices for mailing and filing.
- Prepare reports on civil, criminal motions (monthly) and criminal scheduling, criminal, and juvenile pre-trial dockets when requested.
- Attend Quality Control or inter-departmental meetings when required and update the Office Manager on critical issues.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work the full-time standard Court work schedule of 8:00 a.m.-5:00 p.m. (Monday through Friday) with flexibility to accommodate any early or late meetings.
- Maintain a regular, punctual and reliable level of attendance.
- Ability to communicate effectively, both orally and in writing.
- Excellent telephone manner and experience dealing with the public.
- Ability to exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, and the public.
- Ability to work independently and have high-level customer service and interpersonal skills to handle sensitive and confidential situations.
- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability and willingness to work rotating assignments.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices, and procedures.
- Excellent organizational skills.
- Ability to summarize information quickly and make recommendations for efficiencies that may benefit the office.
- Conversational Spanish desirable, but not required.
- Ability to lift and transport stacks of court files to perform the essential functions of this position.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.
- Understanding of legal terminology preferred, but not required.

### **MINIMUM QUALIFICATIONS**

- High school graduate or GED equivalent
- Three years of work experience in an office and/or court environment with a heavy emphasis on record keeping and database updating.
- Excellent command of the English language, both orally and in writing.
- Strong organizational skills a must.
- At least two years of customer service experience.
- Advanced knowledge of Microsoft Office Applications (e.g., Word, Excel, and/or Access).
- An equivalent combination of experience and education may be substituted.

### ***How to apply for employment opportunities in the Administrative Office of the Circuit Court:***

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to [adminhr@mcccourt.com](mailto:adminhr@mcccourt.com): completed application, cover letter, resume, and a writing sample.